



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

04-12

Date:

06/24/2004

Administrative Memorandum

SUBJECT: ASSIGNING CHILD CARE FRAUD REFERRALS - ALTERNATE PAYMENT PROVIDER

REFERENCE: DPSS Administrative Directive 4126, September 24, 2002
WFP&I Administrative Memorandum, 03-18, September 15, 2003

CANCELS: **FILE IN:** WFP&I Intake Handbook

SPECIAL ATTENTION:

[X] WFP&I Intake Unit

I PURPOSE

This Administrative Memorandum releases procedures for the Welfare Fraud Prevention & Investigations (WFP&I) section's Intake Unit for processing a referral received from an Alternate Payment Provider (APP) for an allegation of fraud in the Child Care program.

II POLICY

The WFP&I section receives and investigates referrals for fraud in the Child Care program. WFP&I administration will accept or reject referrals based on the allegation information contained in the referral. If the referral does not contain an allegation of welfare fraud, lacks clarity or does not contain sufficient information to conduct an investigation, the referral will be returned to the APP.

III PROCEDURES

A. Child Care APP

If the Child Care APP suspects fraud by either a participant or a provider, the APP shall:

1. Complete the ST1-17, Request for Investigation - Suspected Child Care Fraud (Attachment I).
2. Forward the ST 1-17, along with any supporting documentation, and a Miscellaneous Transmittal to WFP&I.

B. Child Care Deputy - WFP&I

The Child Care Deputy or designee shall:

B. Child Care Deputy - WFP&I (continued)

1. Receive the referral from the APP.
2. Review the ST1-17 and any supporting documentation.
3. Accept or reject the referral.
 - a. Complete the WFP&I 386-CC (Attachment II) to acknowledge receipt of the APP's referral and to request additional information, if necessary.
4. Determine "Priority" level for accepted referral based on cursory review of the allegation.
5. Log in the referral.
6. Forward the ST1-17 and supporting documentation to WFP&I's Intake Unit.
7. Control for completion of the investigation.

C. WFP&I Intake Unit

The Intake Welfare Fraud Investigator (WFI) shall:

1. Clear the referral on LEADER to identify the following:
 - a. Case Name
 - b. Case Number
 - c. Existing open fraud investigation
 - d. Confer with Child Care Fraud Deputy to resolve any discrepancies in the referral information.
2. If no existing investigation is identified, the Intake WFI shall assign the investigation to a WFI in the Child Care Unit following existing procedures.
3. If an existing open fraud Investigation is identified, the WFI shall:
 - a. If existing investigation is assigned to Child Care Unit, complete the following:
 - Assign referral to the same WFI on LEADER/MAPPER
 - Forward ST1-17 and supporting documentation to WFI per existing procedures.

C. WFP&I Intake Unit (continued)

- b. If the existing investigation **is not** assigned to the Child Care Unit, the Intake WFI shall:
- Pull the investigation from the existing WFI.
 - Reassign the investigation to a WFI in the Child Care Unit.
 - Update MAPPER and LEADER to reflect reassignment.
 - Forward the Central Fraud Referral (CFF), ST1-17 and supporting documents to the WFI per existing procedures.

Please direct any questions concerning this Administrative Memorandum to your immediate supervisor.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

Attachments

c: Deputy Directors
Chief Clerk

REQUEST FOR INVESTIGATION - SUSPECTED CHILD CARE FRAUD
(Please Print - See Instructions on the Reverse)

A. FROM	Agency Code
Agency Name	

B. CASE INFORMATION		Language
Parent/Guardian Name (Last, First)	Case Number	
Address (Number and Street)	(Apt. No.) (City and State)	Telephone No.
		(Zip)

C. PROVIDER INFORMATION		Language
Provider Name (Last, First)	DMV License No.	Provider ID No.
Address (Number and Street)	(Apt. No.) (City and State)	Telephone No.
		(Zip)

D. ELIGIBILITY INFORMATION		Adverse Action Initiated or Completed Child Care Amount Decreased Child Care Terminated No Action Taken (Status Pending)
Current Child Care Eligibility Determination: Eligible Ineligible Questionable (Explain in "Remarks" below)		
Current Child Care Amount: Child Care is Correctly Determined Child Care is Questionable (Explain in "Remarks" below)		

E. FRAUD INFORMATION						
Type of Allegation: Parent Not Participating in Welfare-To-Work Activity Parent Not Employed No Child(ren) in The Home Services Duplicated Misuse of Funds Other						
Name of Person Who Signed Case Documents	Received Services During Fraud Period? Yes No	Sex Male Female	Birthdate	SSN	DMV License No.	
Name of Person Who Signed Case Documents	Received Services During Fraud Period? Yes No	Sex Male Female	Birthdate	SSN	DMV License No.	
Date of Fact-Finding Interview	Results of Fact-Finding Interview Parent Admitted Fraud Allegation Parent Denied Fraud Allegation Parent Did Not Appear or Could Not be Contacted					

F. REMARKS

G. SIGNATURE BLOCK		File No.	Telephone/Extension	Date Completed
Referring Case Manager Signature				
Approval Signature	Approval Title			Date Approved

H. FOR WFP&I USE ONLY - DO NOT WRITE IN THESE SPACES					
Intake Input	Alert Code -	Allegation Code -	WFP&I File Number -	T.O. Initials -	Date -
Assignment Input	Alert Code -	Allegation Code -	WFP&I File Number -	T.O. Initials -	Date -
Statistical Data	Primary Aid Code -		Priority Code -	WFI Initials	Date -

8/5/02

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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BRYCE YOKOMIZO
Director



April 20, 2004

Ms. Jane Doe, Director
ABCD Child Development Center
1234 Any Old Street
Somewhere, CA 99999

Board of Supervisors
GLORIA MOLINA
First District
YVONNE B. BURKE
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

Dear Ms. Doe,

This is to acknowledge receipt of the following referral:

Case Name:

Case Number:

Referral Date:

If you have any questions, please call me at (310) 349-XXXX.

Sincerely,

XXXXX XXXXXXXXX, Human Services Administrator I
Welfare Fraud Prevention & Investigations Section

XX:xx

WFP&I 386 CC-Acknowledgment

"To Enrich Lives Through Effective And Caring Service"